



UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC BOX 20004

CAMP LEJEUNE, NORTH CAROLINA 28542-0004

5810.6D

BSJA

05 NOV 1998

w/chj

BASE ORDER 5810.6D w/chj

From: Commanding General
To: Distribution List

Subj: PROBATION LIAISON PROGRAM

Encl: (1) Position Description for Probation Liaison
Representative

1. Purpose. To continue the established Probation Liaison Program and provide for the staffing of the Probation Liaison Representative position.

2. Information. The program facilitates a working relationship between the civilian court authorities in Onslow County and the individual Marine who becomes a probationer of the civilian court system. It promotes an effective link between the North Carolina State Probation Officers and the individual Marine during the period of recurring contact with active duty Marines stationed at Marine Corps Base, Camp Lejeune and Marine Corps Air Station, New River, providing substantial benefits to the individual Marines involved, their commands and the Marine Corps.

3. Cancellation. BO 5810.6C.

II Marine Expeditionary Force

4. Action. On a rotational basis, ~~Marine Corps Base~~, 2d Marine Division, and 2d Force Service Support Group will assign a staff noncommissioned officer to perform the duties of the Probation Liaison Representative contained in the enclosure under the cognizance of the Civil Process Officer, Office of the Staff Judge Advocate, Marine Corps Base. In the interest of continuity and experience, this rotation among major commands will occur no more than once a year.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

BO 5810.6D w/ck 1

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6. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force, 2d Marine Division, and 2d Force Service Support Group.


B. A. GOMBAR
Chief of Staff

DISTRIBUTION: B



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 2852-0004

BO 5810.6D Ch 1
BSJA
15 AUG 2000

BASE ORDER 5810.6D Ch 1

From: Commanding General
To: Distribution List

Subj: PROBATION LIAISON PROGRAM

1. Purpose. To direct a pen change.
2. Action. In the first line of paragraph four, delete the words Marine Corps Base and replace with II Marine Expeditionary Force.
3. Filing Instructions. This change transmittal will be filed immediately following page 2 of the basic order.

A handwritten signature in cursive script, appearing to read "A. J. Karle Jr.".

A. J. KARLE JR.
Chief of Staff

DISTRIBUTION: B

05 NOV 1998POSITION DESCRIPTION FOR PROBATION LIAISON REPRESENTATIVE1. General

a. The Probation Liaison Representative (PLR) serves as the Camp Lejeune representative to the Onslow County Office of the North Carolina State Probation Department. He assists the state probation officers with initial orientation to the probation program and continuing contact with probationers in those cases involving active duty Marines from Camp Lejeune and Marine Corps Air Station, New River. The primary purpose of this position is to act as a conduit of information for the benefit of both the Marines and the civilian court authorities in Onslow County.

b. This role demands that the PLR fulfill the dual responsibilities of serving as the initial point of contact for many civilians to the military authorities as well as being the bridge between the North Carolina State Probation Officers, with their civilian orientation, and the individual Marine in a military situation. However, the PLR is not empowered to make official pronouncements, decide or expound on matters of policy in an official capacity, nor commit to a course of conduct for either the U.S. Marine Corps or the State of North Carolina, including the Probation Department. Any questions or inquiries regarding such matters must be directed by the PLR to the proper authority via the appropriate office for reply.

c. The position places the PLR in daily contact with civilian law enforcement officials, clerks of the courts, judges, defense attorneys, district attorneys, and community leaders in the civilian phase of the probation liaison program as well as the shore patrol, military police, individual Marines, and virtually the entire chain of command in the military organization. The close association with the civilian population, as well as a physical location within the civilian community, places a heavy demand on the PLR to excel in human relations, communications, initiative, intelligence, and personal appearance and requires a thorough understanding of both the military establishment and the North Carolina court and probation system. This position requires a staff noncommissioned officer of the highest caliber.

2. Chain of Command. The Civil Process Officer, Office of the Staff Judge Advocate, Marine Corps Base is the direct supervisor and reporting senior of the PLR.

3. Location. The PLR normally occupies an office provided by the State of North Carolina within the State Probation Office at 39 Tallman Street, Jacksonville, North Carolina; however, the PLR's workplace shall be at all times where directed by the Civil Process

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Officer. The State of North Carolina also provides the necessary office supplies. All of the above is provided at the sole expense of the State of North Carolina.

4. Daily Routine. Unless otherwise directed, the PLR shall report to the State Probation Office, Jacksonville, every regular working day for personnel of Marine Corps Base, Camp Lejeune. The hours of work shall be as specified by the Civil Process Officer and shall not conflict with other military obligations of the PLR. During working hours, the PLR shall perform the duties specified below under the direction and supervision of the Civil Process Officer. The PLR will also perform such additional duties as specified by the Civil Process Officer. Should it become necessary for the PLR to absent himself from his regular duties at the Probation Office during the regular workday, the Civil Process Officer shall be notified to ensure a more efficient scheduling for the office work. If the PLR will be absent for an extended period of time (e.g., annual leave) the Civil Process Officer will arrange for a temporary replacement.

5. Uniform. The uniform of the day for the PLR is Service "C."

6. Specific Responsibilities of the PLR

a. Orientation to Probation. When a Marine is placed on probation the PLR will assist the Probation Officers by completing the required forms (Appendices A and B) introducing the Marine to the practical aspects of probation, verifying the Marine's place of residence, and arranging for a Probation Officer to explain the terms and conditions of probation. The PLR will notify the Marine's command that he/she has been placed on probation and shall be required to report to the Probation Officer once each month, or as directed, utilizing Appendix C.

b. Continuing Contact with Marines on Probation. In order to ease the problems of Marines on probation caused by conflicts in their military and probationary responsibilities, the PLR shall serve as a ready means of communication between the civilian and military communities. While prohibited from speaking officially for either the command or the Probation Office, the PLR can offer the Marines possible solutions and alternative courses of action in resolving problems as a result of experience gained in encountering similar situations through the course of his employment.

c. Probation Revocation Hearing. Should a situation arise in which a Marine on probation is being considered for a revocation of such probation, the PLR shall play the limited role of forwarding requests for information by the Probation Office to the proper

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military authorities. It is recognized that such requests are subject to Department of Defense, Secretary of the Navy, and U.S. Marine Corps directives on the release of certain information. Additionally, the PLR will answer any questions of the court concerning military custom, tradition, or regulations after ascertaining the correct information. The PLR shall not fill the role of a command representative at such a hearing.

d. Monthly Report. The PLR shall submit a monthly status report to the Civil Process Officer by the 5th working day of each month utilizing Appendix D. In order to facilitate this report, the PLR will maintain an accurate log of all probationers. This log should include any pertinent information to allow the PLR to track and contact probationers.

7. Limitations on PLR

a. The PLR is not a legal representative. All requests for legal advice or assistance must be directed to Legal Assistance, Office of the Staff Judge Advocate, Marine Corps Base, Camp Lejeune. The PLR will assist Marines seeking such advice in making appointments at that office. While the PLR is expected to have and disseminate information concerning the military system and the North Carolina probation program, he is specifically prohibited from offering any legal advice or comment. Furthermore, the PLR shall not purport to represent any person in any capacity in any trial, hearing, or any other proceeding, formal or informal, official or unofficial.

b. The PLR is not an official spokesman for either the U.S. Marine Corps or the State of North Carolina. While in the course of his duties, the PLR will have occasion to comment on or explain the various procedures employed by the Marine Corps or the State of North Carolina. He must, however, ensure that all such statements are acknowledged as personal and are not official pronouncements by either of the above authorities. All inquiries for a definitive statement of the policy or position, or an explanation thereof, of the U.S. Marine Corps or the State of North Carolina on a particular issue will be directed to the Civil Process Officer or the Probation Officer in Charge as appropriate.

c. The PLR is not a Probation Officer. The function of the PLR is to assist the Probation Officer, the military command, and the Marine in solving the problems that arise when a member of the Marine Corps is placed on probation by the North Carolina courts. Any advice, recommendations, or comments that the PLR may offer a Marine on probation shall be the personal advice of the PLR and shall not be binding on the Marine in any manner whatsoever. The PLR is a supplement to, and not a substitute for, the Probation Officer.

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d. Although the PLR is a Marine Corps representative, he is not an individual command representative. It is not the function of the PLR to appear in court and make recommendations, favorable or unfavorable, concerning Marines being considered for probation. It is, however, the function of the PLR to assist both the Marine and the Probation Officer in ascertaining any information needed from the military command for presentation to the court where appropriate.

ENCLOSURE (1)

CONSENT FOR THE RELEASE OF CONFIDENTIAL INFORMATION:
CRIMINAL JUSTICE SYSTEM REFERRAL

I, _____, hereby consent to communication
between _____ and
(treatment program)

(court, probation, parole, and/or other referring agency)

The purpose of and need for the disclosure is to inform the
criminal justice agency(ies) listed above of my attendance and
progress in treatment. The extent of information to be disclosed
is my diagnosis, information about my attendance or lack of
attendance at treatment sessions, my cooperation with the
treatment program, prognosis, and _____

I understand that this consent will remain in effect and cannot
be revoked by me until:

_____ there has been a formal and effective termination or
revocation of my release from confinement, probation, or parole,
or other proceeding under which I was mandated into treatment, or

_____ (Other time when consent can be revoked and/or expires)

I also understand that any disclosure made is bound by Part 2
of Title 42 of the Code of Federal Regulations governing
confidentiality of alcohol and drug abuse patient records and that
recipients of this information may redisclose it only in
connection with their official duties.

(Date)

(Signature of defendant/patient)

(Signature of parent, guardian or
authorized representative if required)

STATISTICAL DATA SHEET (PROBATIONER)

CASE # _____ PROBATION OFFICER _____

NAME _____ RANK _____ SSN _____ PREP DATE _____

UNIT ADDRESS _____ WORK PHONE _____
CHANGE OF ADDRESS _____

HOME ADDRESS _____ HOME PHONE _____

HOME OF RECORD _____

EAS _____ DOB _____ POB _____ MARITAL STATUS M S

OFFENSES COMMITTED: _____

UNIT INFORMATION:

PROBATION INFORMATION:

CO _____ PHONE _____ PROBATION PERIOD _____

XO _____ PHONE _____ TERMINATION DATE _____

1STSGT _____

REMARKS: _____

PROBATION LIAISON REPRESENTATIVE: _____

UPON DISCHARGE FROM SERVICE OR TERMINATION OF PROBATION
"STATISTICAL DATA SHEET" WILL BE TURNED OVER TO PROBATION OFFICER
ASSIGNED TO THE CASE.

Appendix B to
ENCLOSURE (1)

05 NOV 1998

UNITED STATES MARINE CORPS
Probation Liaison Office
P.O. Box 1046
Jacksonville, North Carolina 28541

5000
BSJA1

From: Probation Liaison Representative
To: Commanding Officer, _____

Subj: PROBATION JUDGMENT ICO _____

Ref: (a) North Carolina General Statute, Chapter 15A

Encl: (1) Copy of Probation Judgment

1. In accordance with the reference, the subject-named Marine from your command has been found guilty by the _____ Court of the State of North Carolina for the following offense(s):

- a. _____
- b. _____
- c. _____

2. The subject-named Marine was placed on probation the _____ day of _____, 19____ for a period of _____ days/months/years.

3. According to the conditions of his/her Probation Judgment and being placed under the supervision of the Department of Corrections by the Court, the subject individual is required to comply with the following:

- a. () To report in person to his/her Probation Officer once a month, or as directed.
- b. () to report once a week until further notice.
- c. () If he/she is to be deployed, transferred, temporarily reassigned (TAD), or discharged, he/she is to report to his/her Probation officer at least five (5) days before such action takes place.
- d. () Whether deployed, on float, or training exercise out of state, he/she is required to write to his/her Probation Officer at least once a month.

Appendix C to
ENCLOSURE (1)

BO 5810.6D
@ 5 NOV 1998

Subj: PROBATION JUDGMENT ICO _____

e. () When on probation any individual assigned desiring to take leave or a week-end pass which will take him/her out of the State of North Carolina, he/she must obtain a travel permit from the probation office.

4. Failure to comply with the Probation Judgment could result in revocation of probation and subsequent arrest and incarceration.

5. Should you have any questions, please call the undersigned at 455-4826/4827.

Appendix C to
ENCLOSURE (1)

STATE OF NORTH CAROLINA				File No. _____	
County _____		Seat Of Court _____		In The General Court Of Justice <input type="checkbox"/> District <input type="checkbox"/> Superior Court Division	
NOTE: [This form is to be used for misdemeanor offense(s). Use AOC-CR-301 (or CR-310) for DWI offense(s).]					
STATE VERSUS			JUDGMENT SUSPENDING SENTENCE - MISDEMEANOR(S)		
Defendant _____			<input type="checkbox"/> IMPOSING AN INTERMEDIATE PUNISHMENT		
Race _____	Sex _____	DOB _____	<input type="checkbox"/> IMPOSING A COMMUNITY PUNISHMENT (STRUCTURED SENTENCING)		
			G.S. 15A-1341, -1342, -1343, -1343.2, -1346		
Attorney For State _____		Def. Found <input type="checkbox"/> Not Indigent <input type="checkbox"/>	Def. Waived <input type="checkbox"/> Attorney _____	Attorney For Defendant _____	
				<input type="checkbox"/> Appointed <input type="checkbox"/> Retained	
The defendant <input type="checkbox"/> pled guilty to: <input type="checkbox"/> was found guilty/responsible by the Court of: <input type="checkbox"/> was found guilty by a jury of: <input type="checkbox"/> pled no contest to:					
File No.(s) And Offense(s)		Date Of Offense	O.S. No.	CL	
The Court has determined, pursuant to G.S. 15A-1340.20, the number of prior convictions to be _____. Level: <input type="checkbox"/> I (0) <input type="checkbox"/> II (1-4) <input type="checkbox"/> III (5+)					
<input type="checkbox"/> 1. The Court imposes the punishment term pursuant to a plea arrangement as to sentence under Article 58 of G.S. Chapter 15A.					
<input type="checkbox"/> 2. The Court finds: <input type="checkbox"/> (a) enhanced punishment from a Class 2 or Class 3 misdemeanor to a Class 1 misdemeanor.					
<input type="checkbox"/> G.S. 90-95(e)(4) (drugs); <input type="checkbox"/> G.S. 14-3(c) (race).					
<input type="checkbox"/> (b) enhanced punishment from required suspended sentence to Class 2 misdemeanor, G.S. 90-95(e)(7).					
The Court, having considered evidence, arguments of counsel and statement of defendant, finds that the defendant's plea was freely, voluntarily, and understandingly entered, and Orders the above offenses be consolidated for judgment and the defendant be imprisoned					
for a term of _____ days,	in the custody of the:		<input type="checkbox"/> N.C. DOC.		
			<input type="checkbox"/> Sheriff _____ County.		
			<input type="checkbox"/> Other _____		
The defendant shall be given credit for _____ days spent in confinement prior to the date of this Judgment as a result of this charge(s), to be applied toward the <input type="checkbox"/> sentence imposed above. <input type="checkbox"/> Imprisonment required for special probation below.					
SUSPENSION OF SENTENCE					
With the consent of the defendant and subject to the conditions set out below, the execution of this sentence is suspended and the defendant is placed on <input type="checkbox"/> supervised <input type="checkbox"/> unsupervised probation for _____ months.					
<input type="checkbox"/> 1. The Court finds that a <input type="checkbox"/> longer <input type="checkbox"/> shorter period of probation is necessary than that which is specified in G.S. 15A-1343.2(d).					
<input type="checkbox"/> 2. The Court delegates to the Division of Adult Probation and Parole in the Department of Correction the authority to impose any of the requirements in G.S. 15A-1343.2(e) if the offender is sentenced to a community punishment, or G.S. 15A-1343.2(f) if the offender is sentenced to an intermediate punishment.					
<input type="checkbox"/> 3. The above period of probation shall begin when the defendant is released from incarceration in the case referred to below.					
<input type="checkbox"/> 4. The above period of probation shall begin at the expiration of the sentence in the case referred to below.					
(NOTE: List case number, date, county and court in which prior sentence imposed.)					
MONETARY CONDITIONS					
The defendant shall pay to the Clerk of Superior Court the "Total Amount Due" shown below, plus the probation supervision fee set by law <input type="checkbox"/> pursuant to a schedule determined by the probation officer. <input type="checkbox"/> at the rate of \$ _____ per _____ beginning on _____ and continuing on the same day of each _____ thereafter until paid in full.					
<input type="checkbox"/> Other:					
Fine	Costs	Restitution*	Attorney's Fee	Community Service Fee	Total Amount Due
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
* Name(s), address(es), amounts & social security no.(s) of aggrieved party(ies) to receive restitution:					
<input type="checkbox"/> After payment of community service fee and probation supervision fee, all payments received by the Clerk shall first be disbursed pro rata among the persons entitled to restitution. [G.S. 7A-304(d)]					
<input type="checkbox"/> Upon payment of the "Total Amount Due", the probation officer may transfer the defendant to unsupervised probation.					
AOC-CR-604		Material opposite unmarked squares is to be disregarded as surplusage.			
New 10/94		(Over)			

ANNEX I to
Appendix C to
ENCLOSURE (1)

05 NOV 1998

OFFICE OF THE STAFF JUDGE ADVOCATE
Probation Liaison Representative
P.O. Box 1046
Jacksonville, North Carolina 28541

Date: _____

From: Probation Liaison Representative
To: Officer in Charge, Probation Liaison Program

Subj: NORTH CAROLINA PROBATION AND PAROLE; PROBATION LIAISON
CASELOAD ACTIVITY DURING THE MONTH OF _____

1. Routine supervision, contact and auditing was maintained by this office on all cases. Additional activities of this office may be placed in the following categories:

- a. New cases on probation _____
- b. Terminated from probation _____
- c. Probation Violation _____
- d. Confined (jail and brig) _____
- e. Terminated from probation previous month _____

2. There were _____ military personnel under the supervision of this office during the month of _____ reporting period. These cases fell under the following commands:

2dMarDiv _____	MCB, CLNC _____
2d FSSG _____	MCAS, New River _____
MEF _____	Other _____

Probation Liaison

Appendix D to
ENCLOSURE (1)